



## **Position Description**

**TITLE:** Administrator

**FLSA:** Non-Exempt

### **GENERAL SUMMARY:**

The Administrator provides dynamic and energetic leadership for the day to day and long term operation and development of the Franciscan Earth Literacy Center (FELC), a ministry of the Sisters of St. Francis (SSF), and will work with the FELC Board of Trustees, Corporate Board of the SSF and other FELC personnel to achieve its goals. The Administrator will be the key external face of FELC in the community.

The Administrator will be responsible for the operational success of the FELC, ensuring seamless team management in the operations of a “straw bale” house, a solar array, wind turbine, innovative and impactful environmental programs for youth and adults, and over 11 acres for farming, agricultural initiatives and outdoor activities. The FELC aims to further its mission of promoting active learning and healthy relationships with the natural environment to achieve sustainable living, in the spirit of St. Francis.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Understands and embraces thoroughly the mission and vision of FELC to recognize our oneness with all creation, and to reflect transformation through teaching and demonstrating the value and practice of living simply, in harmony with creation, and to consider that mission and vision in the performance of all other job duties.
2. Provides enthusiastic and forward-thinking leadership and direction for day to day and long term operation of the Franciscan Earth Literacy Center, including its programs, activities, initiatives, and staff.
3. Maintains knowledge of current environmental sustainability trends, issues, initiatives, opportunities and developments, including but not limited to alternative energy, sustainable design, sustainability education, resource conservation, and incorporate those into programs and other opportunities for FELC in an effort to enable FELC to emerge as a leader in the field of sustainability.
4. Leads and implements the FELC Strategic Plan on both a short and long-term basis
5. Provides staff support to the FELC Board of Trustees and its Executive Committee and ensures support for all subcommittees established by the FELC Board of Trustees or the Corporate Board of SSF.
6. Assists the FELC Finance Committee and FELC Board of Trustees in preparing a budget and operates the FELC within budget guidelines.
7. Works with the FELC Board of Trustees Chairperson to facilitate Board of Trustees meetings.
8. Networks regularly and positively through in-person visits and other forms of communication with the local community, municipal and governmental agencies, civic and philanthropic organizations, environmental groups, universities, school districts, chambers of commerce,

tourist bureaus, media and others to investigate and further the various opportunities for collaboration in programs and to expand resource development for FELC.

9. Develops and implements a formal marketing, advertising and promotional plan for FELC in accordance with the mission, vision, and strategic plan aimed at furthering awareness of FELC and the various opportunities connected with it.
10. Works collaboratively with and provides supervision, guidance and direction to FELC employees, volunteers and interns.
11. Directs the recruitment efforts for all individual and group volunteers at FELC, both for short term and continuing projects and supervise all volunteer staffing, efforts and activities.
12. Works collaboratively with the Mission Advancement Office (MAO) of the St. Francis Community: 1.) to seek, investigate, apply for and implement grants and other funding sources appropriate to and which fulfill the mission of the FELC; to meet grant deadlines and provide expenditure records for final reporting to the funding sources. These include but are not limited to seeking major gifts, corporate and event sponsorships, annual contributions, and the annual gala event; and 2.) to provide information and advance schedules of classes and events for external publicity and marketing.
13. Promotes and administers the *Friends of FELC* membership program by regularly soliciting memberships from FELC program participants, maintaining the *Friends of FELC* database, and recognizing members in FELC communications.
14. Serves as liaison between the FELC and other SSF sponsored ministries.
15. Serves on the St. Francis Community Mission Advancement Steering Committee and actively promotes the FELC development committee
16. Assures the physical maintenance of the FELC and enhances the facility for the promotion of the FELC's mission in coordination with the SSF Motherhouse Administrator.
17. Works in collaboration with the SSF Finance Department and Ritzler Accounting, whom handle the accounting function and payroll for the FELC.
18. Works in collaboration with the Director of Human Resources in regards to human resource and safety issues. i.e. recruitment process, job descriptions, performance reviews, orientation, safety training, time and attendance tracking, payroll, workers' compensation and unemployment.
19. Is an active participant on the FELC Development Committee.
20. Works cooperatively with the other Management Team members receiving and sharing information, soliciting input, identifying operational and interpersonal issues and participating in problem solving. Participates in meetings as necessary and implementation/organization of shared employee events such as the employee Christmas party and employee service awards.
21. Other duties that the FELC Board of Trustees or the SSF Corporate Board may deem necessary to further the mission and vision of the FELC, and as assigned.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

1. Bachelor's Degree in Business Administration or a related field or an equivalent combination of education and experience.
2. Experience working with non-profit organizations.
3. Excellent organizational and prioritization skills.
4. Management experience, including experience with organizing and supervising others.
5. Experience with planning and implementation of projects from concept to operation.
6. Proven record of successful administrative leadership.
7. Ability to interact regularly, effectively and positively with diverse groups of people.
8. Computer skills.
9. Excellent oral and written communication skills.
10. Public relations, marketing and presentation experience.
11. Interest in and concern for the environment and ability to advocate for environmental issues.
12. Physical strength and ability to perform tasks:
  - a. Must be able to bend, stoop and kneel;
  - b. Ability to lift a minimum of 50 pounds;
  - c. Ability to push/pull objects up to 50 pounds;
  - d. Ability to stand for up to 8 hours a day.
  - e. Ability to sit for up to 8 hours a day.

**WORKING CONDITIONS:**

This position will occasionally require evening and weekend work, as well as work both inside and outside on the grounds of the FELC and within the surrounding communities.

**ACCOUNTABILITY:**

The Administrator is directly accountable to the Liaison between the FELC and the SSF Corporate Board.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_